*+logo*

**AGENDA ANNUAL MEETING**

(Insert name of group/meeting name)

Date: *(+date)*

Time: *(+start time-finish time)*

Location: *(+location)*

**AGENDA ITEMS**

|  |  |  |
| --- | --- | --- |
| **Time Needed** | **Item** | **Person Responsible** |
|  | 1. Welcome/Introductions | Chair |
|  | 1. Apologies | Secretary |
|  | 1. Quorum *(has quorum been met?)* | Chair |
|  | 1. Conflict of interest declarations | Chair |
|  | 1. Minutes of previous meeting | Chair |
|  | 1. Actions arising (from previous meetings) | Chair |
|  | 1. Annual reports (Chair/president, sub committees) |  |
|  | 1. Treasurer’s report | Treasurer |
|  | 1. Correspondence | Secretary |
|  | 1. Election of incoming committee |  |
|  | 1. Bank details, new signatures |  |
|  | 1. Other business *(special business relating to the annual meeting* |  |
|  | 1. Date, time and location of next annual meeting |  |
|  | 1. Meeting Close |  |

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| **Actions from Previous Meeting(s)** | | | |
| **Meeting Date** | **Action** | **Person responsible** | **Progress/ comments** |
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